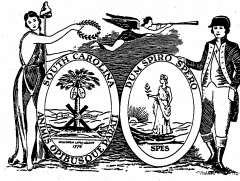


STATE OF SOUTH CAROLINA  
*State Budget and Control Board*  
OFFICE OF HUMAN RESOURCES

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1201 MAIN STREET, SUITE 800  
COLUMBIA, SOUTH CAROLINA 29201  
(803) 737-0900

SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Human Resources Directors

FROM: Samuel L. Wilkins

DATE: July 10, 2007

SUBJECT: Reporting of Bonuses

Section 72.90 of the 2006-2007 General Appropriation Act allows state agencies to spend state funds, federal funds, and other sources of revenue to provide lump sum bonuses not to exceed \$2,000 per year to employees. In addition, Section 72.19 of the 2006-2007 General Appropriation Act allows agencies to spend public funds and other funds for designated employee awards programs.

For reporting purposes, we request that your agency notify us of all bonuses awarded to employees in your agency by utilizing the Monetary Award Form for bonuses under Section 72.19 of the Appropriation Act or Employee Bonus Form for an individual recipient or the spreadsheet for multiple recipients for Section 72.90 of the Appropriation Act. The forms are located on our web site, <http://www.o hr.sc.gov/OHR/employer/OHR-reward-recog.phtml>. Please ensure that the bonuses are approved by the Agency Director or his designee and that all required information on employee bonuses are submitted to OHR. Any bonuses awarded under these provisos are to be reported to OHR by July 31st. You may forward your bonuses electronically to your HR Consultant, and should you have any questions, please call your HR Consultant at 737-0900.